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STATEMENT OF PURPOSE, ACCOMPLISHMENTS AND PROGRAM OUTLOOK

Planning and Analysis Staff

*I am this the former  
Personal Studies Procedures  
Staff*

1. STATEMENT OF PURPOSE

The Planning and Analysis Staff is responsible for planning and directing the development and coordination of recommendations concerning Agency personnel policy, program objectives, standards and procedures, including the development of appropriate regulatory issuances; the development and coordination of recommendations concerning policies and procedures on man-power requirements in support of the Agency's long-range mission and of its mobilization and operations in time of national emergency; the development of an Agency personnel reserve program; the preparation, analysis and presentation of comprehensive personnel statistical reports, and the continuous review of the current effectiveness of personnel programs and activities in headquarters and in the field.

2. STATEMENT OF ACCOMPLISHMENTS

As may be inferred from the statement of purpose above, the activities of the Planning and Analysis Staff are directed toward the accomplishment of the Agency's overall objectives with respect to personnel management. During the past Fiscal Year the primary objectives were to improve and broaden the services provided by the Office of Personnel, to strengthen the career service concept, and to provide comprehensive and centralized program for the maintenance of statistical information concerning Agency personnel. Until quite recently, the Staff had the additional responsibility of providing secretariat support to the CIA Career Service Board and to the various panels and task forces established under that Board.

*When did  
it stop?*

*What are they?*

The accomplishment of the above objectives calls for the identification and resolution of basic personnel policy issues and the development of appropriate regulatory and procedural issuances to carry out approved policies. Additional impetus was given the regulations area as a result of an Agency-wide program of improving and extending the regulations system, with particular emphasis being given to guidance of field officials. The Staff's activity in this general area includes the development of internal Office of Personnel procedures to meet the requirements of Agency policy objectives and the issuance of appropriate instructional guides. As an indication of the volume

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of this activity, it is reported that 18 Agency regulations, 2 Agency handbooks, 26 Agency notices, and approximately 100 internal Office of Personnel instructions were published during Fiscal Year 1954.

During the year, the system of periodic personnel statistical reports was expanded to a point where it now provides Agency officials with current comprehensive information concerning the personnel under their jurisdiction. An increasing number of requests for a variety of data received from operating officials, career service boards, and other administrative components, has amplified the need for enlarging the scope of personnel information maintained by machine methods, and has given needed impetus to the Staff's program for providing scheduled periodic reports of current personnel statistics. In addition, the Office of Personnel and other key officials rely heavily on the Staff to produce accurate special statistical reports.

The Staff also has responsibility for the administration of the Agency forms management, records administration and vital materials programs within the Office of Personnel. Particular emphasis was placed on improving the forms management activity during the past year. At the present time the Staff is collaborating with Agency records management officials in conducting a comprehensive survey of Office of Personnel records to obtain further improvements in this activity as well.

During the past year the Staff initiated several surveys of personnel management activities. In addition, members of the Staff have participated as members of joint survey teams and special task forces established to study a broad variety of personnel subjects.

The Staff has played an important role in the review and analysis of proposed legislation affecting personnel administration from an Agency point of view, and participated in the activities of a special task force established to recommend legislation necessary to an effective career service program in the Agency.

### 3. STATEMENT OF PROGRAM OUTLOOK

As of the present time, much of the groundwork has been laid to enable the Staff to carry the full scope of its responsibilities during the next year. Basic personnel policy questions have been settled and the Staff can proceed to readjust regulations and procedures to implement them effectively. It is anticipated that the Staff will recommend several changes in the Agency's personnel program in order to implement policies which have been approved in connection with the career program. One aspect of this will be to

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adjust our statistical reporting procedures so that they will be of greater value to the Agency's career service structure.

The Staff has recently been assigned responsibility for the development and preparation of sound man-power requirements in connection with the Agency's mobilization and war plans and for the development of a CIA personnel reserve program. The long-range objective in this area is to work out with operating components all of the finite details of both qualitative and quantitative personnel requirements for each planned operational country and area project and task (current and future), and then follow up such requirements by developing a detailed personnel reserve program which would assure the expeditious fulfillment of such requirements with fully qualified personnel consistent with operational time-phasing of transitional, mobilization, and war plans. However, since much of the operational planning is also undergoing initial development in many instances, at the present time our immediate plans and activities are geared to current piecemeal objectives and problems of opportunity, circumstances and demands.

*when was it assigned?*